

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OC-077	
1. TITLE OF REPORT (If a fill-in report include Form No.) RREQ System to create & Maintain Inventory of all CIA Electronic Equipment						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		<input checked="" type="checkbox"/> OTHER (specify) Em SBC	
		MEDICAL		FINANCE		COMMUNICATIONS	
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  ANNUAL		6. DISTRIBUTION (No. of components not number of copies)  OC-CS			
7. FORMAT (memorandum, form computer print-out, etc.) Computer		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 465		9. DIRECTIVE AUTHORITY REQUIRING REPORT  STAT			
10. PREPARING COMPONENT (include lowest level contributing information to report)  OC-CS/RSB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  144 - Field Reports			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
5 - 13		1 - 30 days (240 Hours)		200.00 Per sta.	1		28,800.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
230 card		14.38		339 Pages 3 copies	116.70		
TOTAL COSTS PER YEAR						28,916.70	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input type="checkbox"/> CHANGE						DOLLARS	
<input type="checkbox"/> DISCONTINUE						STAT	
16. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090181-8					18. EXTENSION